

**PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION**

NOTICE
12.3.1

November 2, 2012

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: MEDICAL LIAISON SECTION OFF-HOURS NOTIFICATIONS

This Notice establishes the proper protocol regarding notifications to Medical Liaison Section (MLS), Personnel Division, during off-hours and also establishes that effective November 2, 2012, MLS will not have personnel on "standby" status during off-hours or weekends. A review of notifications and call-out protocols for MLS during off-hours determined that supervisors at the scene of an incident could handle the needs of the employees in a more expeditious manner with the assistance of existing guidelines found in the Department Manual and Notebook Dividers. Additionally, third party entities MLS works with do not have standby personnel during off-hours; therefore, an off-duty response by MLS does not provide an additional benefit to our employees.

GUIDELINES:

- I. EXPOSURE TO CONTAGIOUS DISEASES:** When an employee is exposed to contagious diseases, Department Manual Section 3/712.05 and the Bloodborne Pathogen Exposure Protocol Field Notebook Divider, Form 18.38.01, shall be followed. This information provides the protocol for handling this type of incident. If additional information is needed, MLS should be contacted at (213) 486-4600, during business hours.
- II. REPORTING INJURIES OCCURRING ON-DUTY:** When an employee is injured on duty, the policy established in Department Manual Section 3/711.20 should be followed. When an employee is hospitalized, the supervisors should notify MLS. During off-hours, a voice mail message should be left and an email sent to MedicalLiaison@lapd.lacity.org.
- III. REPORTING ILLNESS OR INJURIES OCCURRING OFF-DUTY:** When an employee sustains an injury off-duty, Department Manual Section 3/711.30 should be followed and if the illness or injury is presumed by the Labor Code, the policy established in Department Manual Section 3/711.25 should be followed. If the injury or illness results in a hospitalization, the supervisor at scene should notify MLS. During off-hours, a voice mail message should be left and an email sent to MedicalLiaison@lapd.lacity.org.

IV. DEATH OR SERIOUS INJURIES CAUSED BY NON-TACTICAL SITUATIONS:

In accordance with Department Manual Sections 3/275.10 and 3/275.40, when an employee sustains a serious injury, requires hospitalization, or dies as the result of a non-tactical situation, California Occupational Safety and Health Administration (Cal/OSHA) shall be contacted immediately or within eight hours of the incident. There are no Cal/OSHA personnel who work during off hours. However, a voice mail message shall be left at any of the following numbers: **(213) 576-7451, (626) 472-0046 or (818) 901-5403**. During off hours incidents the Watch Commander shall notify Real-Time Analysis & Critical Response Division (RACR) and ask RACR to make the notification to Cal/OSHA. The employee from RACR that notifies Cal/OSHA shall send an e-mail to MedicalLiaison@lapd.lacity.org, with the information regarding the injury and the time Cal/OSHA was notified. A reportable injury according to Cal/OSHA is, "a serious injury (**non-tactical**) requiring surgery or medical treatment other than ordinary first aid, including, but not limited to, loss of consciousness, concussion, bone fracture, prolonged loss or impairment of function of any bodily member or organ, a wound requiring multiple sutures, or permanent disfigurement." When in doubt if an injury fits the criteria, RACR shall be contacted to make the notification to Cal/OSHA.

V. PROCEDURES FOR OBTAINING A 72-HOUR MENTAL HEALTH HOLD FOR DEPARTMENT EMPLOYEES:

The response to this type of incident should be consistent with Department Manual Sections 3/840.30 and 4/260. Behavioral Science Services should be contacted for advice and ensure the chain of command of the concerned employee is notified. Office of Support Services Notice, dated July 16, 2007, requires both Mental Evaluation Unit (MEU) and MLS to respond to the incident. In accordance with Department Manual Section 4/260, personnel at MEU are considered experts regarding mental health issues. Although MLS will no longer respond, they shall be notified during business hours. During off-hours a voice mail message should be left and an email sent to MedicalLiaison@lapd.lacity.org.

Should you have questions, please contact Senior Personnel Analyst Cece Harper-Paris, Acting Officer in Charge, Medical Liaison Section, Personnel Division, at (213) 486-4600.



FRANCOIS L. GARDERE, Police Administrator
Commanding Officer
Personnel Division

APPROVED:



STEPHEN R. JACOBS, Deputy Chief
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